

## **DRAFT OUTLINE FOR DESIGN STANDARDS FOR ADMINISTRATIVE STAFF REVIEW**

All projects which qualify for Administrative Staff Review are subject to general compliance with adopted design guidelines and the design standards as stated below. The Administrative Staff Review process is limited to the type of additions or alteration projects as specified by the ABR or HLC. It also includes such minor project types as those listed under the List of Projects Eligible for Administrative Review. If there is any doubt as to whether or not a proposed exterior alteration is exempt from design review and approval, homeowners should first seek clarification from Planning Staff before proceeding with the improvement.

General and Project-Specific Design Standards for Administrative Staff Review are detailed below:

### **GENERAL STANDARDS**

**Design:** The architectural design of the addition, alteration or site change is compatible with the design of the house. One architectural style is required.

**Materials:** The exterior finish materials match those used for the house design or are in the same finish materials as the exterior of the home.

**Style:** Style is expressed through structural elements such as windows, doors, lighting, railings, trim, eaves, roof pitch, element proportions and materials. The style of the existing structure and proposed work (if different) are stated on the project plans. Wherever this document references a requirement for style compatibility, the following method is used to determine style compatibility. Staff may reference A Field Guide to American Houses or similar reference materials to confirm the proposed style classification. Staff will check for consistency of style of a structure's proposed elements with the elements for the chosen style as described in A Field Guide to American Houses or similar reference materials. Staff will also check that any patterns or materials created by the existing elements are repeated in the proposed work.

**Additions:** Additions match the current architectural style of the building and be of the same materials, details and colors.

**Alterations:** Alterations shall match the current architectural style of the building or result in one architectural style. Major alterations that propose a unique architectural style for a neighborhood are not eligible for administrative review.

**Colors:** Additions match the existing colors of the building, house siding or trim. Building alterations involving color changes may be re-painted or re-stained to match the existing colors of the structure provided there is no change from the original color. Similarly, exterior building components may be repaired or replaced as long as the visual intent and color remain the same. Simple color changes can be approved where original color changes are substituted with colors from an ABR-approved color palette. Bright or non-traditional color changes would require review and approval by the ABR.

**Scale:** The scale of all additions are compatible with the scale of the house, style of the building and neighborhood. The scale of a project is consistent with the prevailing development patterns of additions in the neighborhood. The review criteria utilized to determine correct scale shall be the degree of visibility of the proposals, plate heights, roof pitch and maximum building heights. Additions or alterations out of character with the neighborhood or incorrectly sited on the lot will be referred to the ABR or HLC for review.

### **PROJECT-SPECIFIC STANDARDS:**

**AWNINGS:** Small canvas awnings over window or door openings are compatible with the style and the colors of the existing house. Bright or non-traditional color changes require review and approval by the ABR.

**CHIMNEYS AND METAL FLUES:** Chimneys are either masonry or consistent with the style of the house. Metal flues are painted to match the roof color.

**DECKS:** Decks over 500 square feet or elevated decks are not eligible for administrative approvals.

- a. New decks are of a scale and style which is compatible with the structure to which the deck is attached.
- b. When viewed from a public viewing location, the proposed deck is not likely to be more noticeable than the structure it is attached to.
- c. When viewed from a public viewing location, the proposed deck is not likely to be more noticeable than other decks on adjacent properties or in the immediate neighborhood if no decks are on immediately adjacent properties.
- d. Deck wood is proposed to be left in a natural condition to weather or is proposed to be treated with a neutral or wood color stain or sealer or painted to match the color of the house or trim.

**DOORS:**

- a. The type of proposed doors and color of frames are compatible with the architectural style of the residence and appear compatible with existing doors.
- b. If doors of additions are the same size and material as existing nearby doors, the proposed doors must match the existing nearby doors in appearance.
- c. Scale and height of doors are appropriate to neighborhood.

**DRIVEWAYS/PAVING:** Extensions, modifications, and additions to driveways will be considered if:

- a. There is no drainage impact on adjoining lots.
- b. Additions or modifications are of the same materials as the existing driveway.
- c. New driveway paving materials are compatible with the house and neighborhood.
- d. New paved parking areas are screened from public viewing areas through fencing, landscaping or other structures
- e. Any construction of a driveway in close proximity to a creek or that may result in adverse drainage conditions is not eligible for administrative approvals.

**EXTERIOR LIGHTING:**

- a. Replacement or installation of additional fixtures are compatible in style, color and scale with the applicant's house.
- b. Lighting fixtures meet the Outdoor Lighting Ordinance and Guidelines.

**FENCES:** Chain link, chicken wire, metal, plastic, vinyl, wire-mesh and unfaced cement block fence materials are not eligible for Administrative Staff Review. Fences reviewed by Staff are:

- a. 6 feet or less in height
- b. Lot Line Fences: Fences shall be compatible with the neighborhood as far as height, length and use of materials.
- c. Wood fences constructed of smooth cedar, redwood, high quality pressure treated pine, or comparable material and left in a natural condition to weather or be treated with a neutral or wood color stain or sealer.

**GARAGE:** Garages placed at the same distance or closer to the street than the main house are not eligible for Administrative Review. Garages reviewed by Staff must:

- a. Be located further from the street than the main residence (i.e. "behind the house")

**LANDSCAPE IMPROVEMENTS:** Landscape improvements associated with projects under review shall be reviewed for consistency with landscape guidelines in the Architectural Board of Review Guidelines: Part II Landscape Design.

**MECHANICAL EQUIPMENT - GENERAL:** Equipment such as water heaters, water heater enclosures, electrical or gas metering equipment and pool and spa equipment must be located and screened as follows:

- a. If the new mechanical equipment is installed at ground level, it is placed as close to the dwelling as practical and screened from view through fencing, landscaping or other structures. Landscape screening, the preferred method of screening, are indicated on project plans to be maintained.
- b. All cables connecting outdoor equipment are properly secured and/or buried in the ground.
- c. All pool and spa equipment are located as far away from adjoining properties as reasonably practical in consideration of neighbors and be consistent with the Noise Ordinance.

#### MECHANICAL EQUIPMENT - ROOFTOP EQUIPMENT:

- a. Equipment is screened.
- b. The screening proposal presents an integrated appearance with the overall building.
- c. If equipment will be visible from off-site locations, despite screening or in cases where only vegetative screening is used, the equipment are painted the same color as the roof or adjacent background, as specified by Staff.

#### MECHANICAL EQUIPMENT - SATELITE DISHES: Transmitting antennas are not eligible for administrative approvals.

- a. The equipment is not visible from off-site locations or, if visible from off-site locations, the equipment are painted the same color as the roof or adjacent background.

#### ROOFS: Non-clay S-Tile roofs are not eligible for administrative approvals. Roofs (including new roofs and "reroofs") reviewed by Staff must comply with the following standards:

- a. The type and color of roofing material is compatible with the architectural style of the residence.
- b. Roofs of additions or accessory buildings match the roof of the main house.

#### SHEDS/TRASH RECYCLING ENCLOSURES:

- a. Accessory structures are located in consideration of neighbors and appropriately screened.
- b. Materials match site fencing or main structure materials and colors.

#### SKYLIGHTS: Equipment is located and screened as follows:

- a. There are no more than five skylights proposed for a building.
- b. Skylights are compatible with the architectural style of the building and with the character of the surrounding neighborhood.
- c. Skylights are located such that they are not visible from the front of the building or a street.
- d. Skylights follow one of the following standards:
  1. Proposed skylights are flat and made of non reflective materials or
  2. Will not be visible from off-site locations or
  3. Are screened by the building form, landscaping, or a parapet

#### WALLS (FREESTANDING OR RETAINING): Walls of non-traditional material, such as un-faced concrete block, railroad ties, faux materials or plaster walls in hillside areas are not be eligible for administrative approvals. Walls approved administratively are:

- a. Less than 4 feet height
- b. Less than 50 cubic yards of grading outside the main building footprint for the wall project
- c. Similar in character with other retaining walls visible in the neighborhood from public viewing locations
- d. Hillside Design District Walls: shall follow all Single Family Design Guidelines regarding blending with the natural surrounding
- e. Lot Line Walls: Walls shall be compatible with the neighborhood as far as height, length and use of materials.

#### WINDOWS: The proposed use of vinyl windows or aluminum frame windows where no aluminum frame windows previously existed on the property are not eligible for administrative approvals.

- a. The type of windows and color of frames are compatible with the architectural style of the house.
- b. Windows of additions match the windows of the house.